

STATE OF CALIFORNIA

STEVE WESTLY,  
CALIFORNIA STATE CONTROLLER

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
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P.O. Box 942850  
Sacramento, CA 94250-5878

Date: January 29, 2003

LEAVE ACCOUNTING LETTER # 03-006  
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

Re: CLAS CSU WORKBOOK REVISION #W2 (INTERNET VERSION)

The internet version of the CLAS CSU Workbook has been updated and replaces the current PDF version. The workbook can be obtained by accessing the State Controller's Office web site at:

<http://www.sco.ca.gov/ppsd/clas/index.shtml>

After entering the web site, the workbook may be accessed by clicking on the 'References' button, then clicking on the 'CSU Workbook' link.

This revision includes expanded Temporary Separation procedures, the addition of a Credit Adjustment transaction to FMLA, and information and a sample of the reformatted Leave Activities and Balance (LAB) report.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format, page number, or minor grammatical changes. The date of the revision can also be found in the upper right hand corner of the page. Below are the pages being revised and a summary of the revisions by Section:

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#### Section - KEYING CONDITIONS

##### Temporary Separation Procedures

Expanded procedures to include instructions on how to continue state service and leave benefit accruals while employee is on a temporary separation.

#### Section - JOB AIDS

Added a credit adjustment transaction (code 14) to the usage only benefit Family Medical Leave Act (FMLA).

#### Section - EXAMPLES

##### Previously or Continuing on CLAS

Updated procedures.

##### Separation Procedures

Updated procedures.

##### A60 Non-Academic to Academic

Changed order of process.

#### Section - INFORMATION

##### CLAS Reports

Added information and a sample of the reformatted LAB report.

If you have any questions regarding this leave letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk